This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

Course Title: ADMN 1311 - Word Processing I

(Formerly OAD 1225 - Word)
3 Credits
3 Class Hours

An application-oriented course that includes designing and editing a variety of business documents, with emphasis on decision making and problem solving based on document design principles and mail standards. Prerequisite(s): ADMN 1302 and BUSN 1360 with a grade of "C" or higher

Semester Availability: Spring

Not part of a Tennessee Transfer Pathway

Instructor Information:
Name: Karen Kendrick
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Office Phone: (615) 353-3720
Office Location: C-232-C (Main Campus)
Office Hours:

Textbook and Other Materials:
Textbook: TBA – class will study Word 2016.
Reference Materials:
Supplies:
- Microsoft Word 2016 and a computer with an operating system compatible with Office 2016
- Flash drive or other storage device to hold assignment files
- Reliable (and preferably fast) Internet
Course Outcomes:
Upon successful completion of this course, when presented with a communication opportunity in a business situation, students will:

- Explain communication processes in business.
- Explain the importance of team communication in the workplace.
- Define possible barriers to intercultural communication.
- Apply the concepts for writing and proofing letters, memos, emails, business reports, proposals, and oral presentations in the workplace. Format documents to meet style requirements of a work situation.
- Use communication skills appropriate to seeking a job.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:

Given Word 2016 word processing software, students will:

- Create, print and edit documents
- Format characters
- Align and indent paragraphs including tabs
- Customize paragraphs
- Proof documents
- Format pages
- Create customized pages
- Insert Elements and navigate in a document
- Manage large documents
- Print documents.
- Insert images
- Insert shapes and WordArt
- Create and format tables
- Create charts
- Merge documents
- Sort and select data
- Manage lists
- Share
- Insert and customize fields (QuickParts)
- Customize themes
- Format with Styles
- Protect Documents
- Insert Endnotes, Footnotes, and References
- Create Indexes
- Create Forms
- Create Macros

Additionally, the following competencies support the general education outcomes of Nashville State Community College:

When preparing business documents, students will:

- Write clear, well-organized documents
- Locate, evaluate, and use information sources
- Use critical thinking skills
**Topics to Be Covered:**

This course is a thorough examination of both beginner and advanced skills within Word 2016.

**Course Assessments:**

The following performance assessments will be used to demonstrate students’ understanding, knowledge and skills:

Students will work chapter assignments and quizzes. A midterm and final exam will assess students’ progress with course objectives. The midterm and final exam will be taken in a NSCC-approved test center and worked without notes or other aids.

**Grading Policy:**

Approximately 50% of the course grade will be determined by proctored exams. Fifty percent will be determined by weekly lesson assignments.

**Grading Scale:**

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 65 – 69
- F = 64 and below
- FA (see below)
- FN (see below)

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

**Make-up Procedures for Missed Assignments and Work:**

The instructor believes adult students are taking college classes because they find value in the knowledge and the credential the course helps the student earn. To help students plan their success, all materials are available on the first day of the course. Students are encouraged to work ahead to avoid missing a deadline. Deadlines are firm. Once an assignment or exam or quiz has closed, the opportunity for that grade has passed and a grade of zero is assigned to missing coursework.

To protect the privacy and integrity of students’ work, no assignments are accepted via email. All assignments must be submitted to the appropriate assignment box within NS Online using word processing or presentation software that is readily accessible. This allows the grade to be attached to the submitted work within the grading system.
Attendance Policy
A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

In a web-based course, attendance is shown by timely submission of all required assignments.

Academic Early Warning System
Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

Student Communication Channels
It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Technology Statement
Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

Classroom Misconduct
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.
Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

**RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

**Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).
When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.